

City of Detroit

Janice M. Winfrey
City Clerk

OFFICE OF THE CITY CLERK

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENT PETITION REFERENCE COMMUNICATION

To: The Department or Commission Listed Below

From: Janice M Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

Petition No.	2025-024
Name of Petitioner	Detroit-Wayne Joint Building Authority
Description of Petition	Petition request to hold the "Detroit Grand Prix Viewing" on May 30th, 2025 from 12:00 PM to 6:00 PM on June 1 st , 2025 at the Coleman A. Young Municipal Center. Set-up will begin at 9:00 AM on May 29th, 2025 and be completed by 6:00 PM the same day. Tear down will begin at 8:00 AM on June 2 nd , 2025 and be completed by 3:00 PM the same day.
Type of Petition	Special Events
Submission Date	02/13/25
Concerned Departments	Buildings, Safety Engineering, and Environmental Department (BSEED), Department of Public Works (DPW), Detroit Department of Transportation (DDOT), Detroit Fire Department (DFD), General Services Department (GSD), Media Services Department, Municipal Parking Department, Police Department (DPD)
Petitioner Contact	Micheal C Kennedy 2 Woodward Avenue Suite 1316 Detroit, MI 48226 P: (313) 510-5212, (313) 309-2300 mike.kennedy@hines.com

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

(313) 224 - 3260 | Fax: (313) 224 - 1466

City of Detroit Special Events Application Authorizations

AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed special event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to special events. I further agree to abide by these rules, and further certify that I agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Detroit.

Applicant Signature:



Date:

1/25/25

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

Event Name: Grand Prix Viewing

Event Date: 5/30/25 - 6/1/25

Event Organizer:

Detroit - Wayne Joint Building Authority

Applicant Signature:



Date:

1/22/25

2025 Detroit Grand Prix CAYMC Site Plan



- Legend:**
- - EMS Staging
 - - Food & Beverage Tents (two)
 - - Hospitality Tent
 - - Bleachers (four @ 50 person ea.)
 - - Security Barricade



January 28, 2025

To: Events - City of Detroit

From: Mike Kennedy *mck*

Re: 2025 Detroit Grand Prix Event Cleanup Plan

The Detroit-Wayne Joint Building Authority in-house janitorial personnel (Sanders Building Services) will be on site of the Coleman A. Young Municipal Center exterior through the duration of the Detroit Grand Prix schedule of activities from May 30 through June 1, 2025.

Continual policing of the property and pickup of rubbish and refuse will be addressed and the site will return to normal conditions at the end of each of the event days.

We appreciate our continued partnership with the City of Detroit to make the most of the viewing of the Detroit Grand Prix in a clean and safe environment.

Any questions or concerns may be addressed directly to me by emailing mike.kennedy@hines.com.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: 2025-024

Event Name: Detroit Grand Prix Viewing

Event Status: In Review- Clerk's Office (Step 2 of 6)

Petitioner Name / Organization: Detroit-Wayne Joint Building Authority

Event Location: Coleman A. Young Municipal Center

Event Date(s) and Time(s): 05/30/25 12:00 PM to 06/01/25 6:00 PM

Type of Event: Sports/Recreation

Applicant Contact:
Michael C Kennedy
mike.kennedy@hines.com
+1 (313) 510-5212

Submission Date:	01/28/25 8
Date of Clerk's Office Referral:	2/12/25
Date of City Departments Sign Off:	02/12/25
Date Referred to Council:	2/14/25

Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
DPD Reviewed- Ready for Council	DFD Reviewed- Ready for Council	EMS Reviewed- Ready for Council	GSD Approval Not Required	DDOT Approval Not Required	MPD Approval Not Required	DPW Reviewed- Ready for Council	DHD Reviewed- Ready for Council

BSEED
BSEED
Reviewed-
Ready for
Council

Mayor's Office Special Events Signature: Gakeima Fife

Date: Februray 14, 2025

General Event Information

Has this event been hosted before? Yes

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? Yes

Is this an annual event? Yes

Event Website: N/A

Which spaces will be used? Private Facility

Will this event include the use or sale of marijuana? No

Event Description

Brief Event Purpose & Description:

Bleacher seating for attendees to view the Grand Prix races. Food and beverage service.

Estimated Peak Attendance: 100

Estimated Total Attendance: _____

Is this a public event? No

Will there be ticket sales or admission charged? No

Does this event use Hart Plaza? No

Will there be merchandise sold? No

Will you be taking donations? No

Is this a charity event? No

Does this event involve campers, tents and/or RVs? No

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? No

Contact Information

Organization / Petitioner Name: Detroit-Wayne Joint Building Authority

Mailing Address: 2 Woodward Avenue, Suite 1316

Detroit MI 48226

Primary Contact:	Secondary Contact:
Michael C Kennedy	Cynthia Montgomery
mike.kennedy@hines.com	cynthia_montgomery@dwjba.com
+1 (313) 309-2300	+1 (313) 212-6010

Organization Type: Government

Organization Website: www.caymc.com

Event Setup & Breakdown

Begin Setup: 05/29/25 9:00 AM

Complete Setup: 05/29/25 6:00 PM

Setup Location(s): Executive Parking Lot (Randolph), grass lawn south of Executive Park

Event Start: 05/30/25 12:00 PM

Event End: 06/01/25 6:00 PM

Begin Tear Down: 06/02/25 8:00 AM

Complete Tear Down: 06/02/25 3:00 PM

Number of Trash Containers: 5 Number of Recycling Containers: 5

Cleaning Service Vendor: Sanders Building Services

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: ⁰ _____

Will you be closing any part of Woodward Avenue? _____

Street Closures (if there are 1-4 closed streets):

1. _____

2. _____

3. _____

4. _____

Will you charge attendees for parking? ^{No} _____

Valet parking or blocking metered parking spaces? ^{Neither} _____

Describe the parking plan to accommodate anticipated attendance:

Attendees will be encouraged to use rideshare services. parking will not be provided and will be attendee's responsibility.

Food & Beverage

Will food be served? ^{Yes} _____

Will food be prepared on site? ^{No} _____

Number of food trucks: ⁰ _____ Number of non-truck food vendors: ¹ _____

Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? Yes

Will there be sales, service and/or consumption of alcohol in public at the event? No

What type(s) of alcohol will be served? Wine, Liquor, Beer

Day(s) and time(s) alcohol will be served: 5/31/25 & 6/1/25 from noon to 5PM

Will ice be used in any served beverages? Yes

Stages, Tents, & Structures

Is a stage being built? No

How many stages will be used? _____

Do any of the stages have a canopy? _____

Number of tents 10' x 10' and smaller: 0

Number of tents larger than 10' x 10': 4

Tent Contractor: Event Theory

What other structures will your event include? Bleachers

Will your event use any grills? Yes

What kind of grills? Propane

Utilities & Portable Restrooms

Event Utilities that will be used: Utility Power

How will generators be fueled? _____

Generator contractor: _____

Will additional wiring be installed? No

Does the event require access to a hydrant? No

Will there be amplified sound? No

Will a sound system be used? _____

Will you be providing Port-a-johns? No

Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: Securitas

Number of private personnel per shift: 20

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Hart Medical

Does this event include fireworks? No

Day(s) and time(s) of fireworks: _____

Fireworks vendor: _____

Attachments

<input checked="" type="checkbox"/>	Applicant Signature Page (required)
<input checked="" type="checkbox"/>	Event Clean Up Plan (required)
<input checked="" type="checkbox"/>	Security Plan (500 or less attendees)
<input type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input checked="" type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input type="checkbox"/>	Maintaining of Traffic Plan (1000+ attendees or if closing a street)
<input checked="" type="checkbox"/>	Build and Breakdown Schedule (if you are erecting any structures)
<input checked="" type="checkbox"/>	Site Map Plan (if event involves any temporary elements including tents)
<input type="checkbox"/>	Emergency Medical Contractor Agreement (if applicable)
<input type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input type="checkbox"/>	Security Contractor Agreement (if applicable)
<input type="checkbox"/>	Port-a-john Contractor Agreement (if applicable)
<input type="checkbox"/>	Sanitation Contractor Agreement (if applicable)

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to Detroit-Wayne Joint Building Authority to host "Detroit Grand Prix Viewing" (#2025-024) on May 30, to June 1, 2025 from 12:00 PM – 6:00 PM at Coleman A. Young Municipal Center.

PROVIDED, that there will be DPD Assisted Event; and be it further

PROVIDED, that there will be DFD Pending Inspections; and be it further

PROVIDED, that there will be BSEED permits for bleachers and tents; and be it further

PROVIDED, that all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of event.